

Illinois Department of Revenue  
**IL-W-3-X Amended Annual Illinois Withholding Tax Return**

**Read this information first.**

You must file Form IL-W-3-X to amend your previously filed Form IL-W-3, Annual Illinois Withholding Tax Return. You must correct or explain the difference for each quarter that a discrepancy exists.

**Which steps must I complete?**

Everyone must complete Steps 1, 3, and 4. You must write your federal employer identification number, business name, owner's name, business address, and a telephone number where you may be reached during the

day. You must complete Step 2 to report changes to amounts reported previously on your employees' or recipients' W-2, W-2G, or 1099 forms.

**What if I need additional assistance?**

If you need assistance, visit our web site at [tax.illinois.gov](http://tax.illinois.gov); call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**; or for our TTY call **1 800 544-5304**. Our office hours are 8 a.m. to 5 p.m.

**Step 1: Complete the following account information.**

Business name	Federal employer identification number	Sequence number	Tax year
Owner(s)	Are you a sole proprietor? <input type="checkbox"/> yes <input type="checkbox"/> no	If you answered "yes," write your Social Security number	
Number and street	Is this a new address? <input type="checkbox"/> yes <input type="checkbox"/> no		
City	State	ZIP	
( ) -			
Daytime telephone number			

**Step 2: Complete recipient information.** (Complete only if you are making changes to taxes withheld from payments to a recipient.)

Write the recipient's Social Security number, name, and state of residency. If you have not obtained the original Form W-2 from the recipient, write an "X" after the name in Column 1B. If you are amending a recipient's reported withholding for more than one quarter, make a separate entry for each quarter. If you are making other types of corrections, write "other" in Column 1A and attach a full explanation of changes. You must also attach copies of all corrected Forms W-2, W-2G, and 1099.

Column A Recipient's Social Security number	Column B Recipient's name and state of residency	Column C Quarter (1st, 2nd, 3rd, 4th)	Column D Amount previously reported on W-2, W-2G, and 1099 forms	Column E Net change increase (or decrease)	Column F Corrected amount
1					

**Note:** If you need additional space, attach a sheet which follows the format above.

2 Add Column E and write the result here and on Step 3, Line 4, Column B.

2

**Step 3: Figure your correct withholding.**

	Column A Amount previously reported	Column B Net change - increase (or decrease)	Column C Corrected amount
3 Write the number of W-2, W-2G, and 1099 forms you issued.	3		
4 Write the total Illinois Income Tax withheld and reported on all W-2, W-2G, and 1099 forms. (If applicable, complete Step 2 first.)	4		
5 Amounts previously reported on Line 2 of your Form IL-941	5a		
1st quarter	5b		
2nd quarter	5c		
3rd quarter	5d		
4th quarter	6		
6 Add Lines 5a, 5b, 5c, and 5d.			
7 Write the total withholding previously reported from Column A, Line 6.			7
8 Compare Column C, Line 6 and Line 7. Write the difference. <b>Do not send any payments, or request a refund with this form.</b>			8

**Note:** You must complete a separate Form IL-941-X for each quarter you are changing.

**Step 4: Sign below**

Under penalties of perjury, I state that I have examined this form and, to the best of my knowledge, it is true, correct, and complete.

Authorized signature (full name)	Title	Date	( ) - Daytime telephone number
----------------------------------	-------	------	-----------------------------------

**Do not send** your original list of Illinois Income Tax withheld or original W-2, W-2G, or 1099 forms. Instead, keep these forms in your records for three years and provide them to us **only** if we request them. Only send copies of the corrected W-2, W-2G, and 1099 forms with this return. **Do not send any payments or request a refund with this return.**

**Mail this return to: Illinois Department of Revenue, P.O. Box 19007, Springfield, IL 62794-9007**